COPY # 23-1646

9 November 1983

MEMORANDUM FOR: Requirements and Technology
Acquisition Working Group

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FROM: ⬚ Chairman

SUBJECT: Minutes of 3 November 1983 Working Group Meeting

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1. The Requirements and Technology Acquisition Working Group met on Thursday, 3 November 1983. Participants included ⬚. ⬚ Monitoring the meeting were ⬚ (D/ODP) and Bob Kohler (D/OD&E).

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2. ⬚ convened the meeting, asking for corrections to the minutes of the 20 October meeting. ⬚ thought the minutes were too brief on the subject of his comments on the Agency Contract Review Board (ACRB), and on ⬚ suggestions about a requirements staff. Bernie (not at this meeting) provided a written summary of his ideas (see attachment). ⬚

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3. The group resumed its discussion on the idea of a requirements group. ⬚ suggested that the primary issue was not who was part of the group or where it resided, but what was its authority. ⬚ thought a group staffed by users would make sense. Such a group would have no voice in getting the requirements satisfied, however. ⬚

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4. ⬚ raised the issue of not enough requirements making it through the system and being satisfied. The system doesn't treat small requirements well, but there was a great deal of skepticism about imposing a formal structure to solve this problem. ⬚ mentioned that ODP was in the process of getting rid of the Form 930, a formal part of the present requirements system. ⬚

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5. After some discussion on who sets policy in the Agency and why the present requirements process seemed to be lacking, the group discussed the idea of establishing an Information Systems Staff to support the ISB (an idea being studied by the Information Services Planning Working Group).

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Bob Kohler described how OD&E handles requirements through its Configuration Control Board. _____ (sitting in for _____) questioned the applicability (in detail) of that process for solving the Agency-level problem. Bob Kohler responded that one could generalize the process to the extent necessary. _____

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6. _____ criticized the group for not having a clear statement of the problem before it. _____ will present such a statement at the next meeting. He asked that each working group member jot down his view of the most pressing problems of the existing requirements process. _____

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7. The next meeting of the working group is scheduled for Thursday, 17 November 1983, at 1030 in Room 4F31 Hqs. The agenda for that meeting, which is scheduled for one hour, is as follows:

D has Comptroller mtg 10:00 - 11:00 11:00 - 12:00 to ISB mtg.

    a. Approval of minutes of the previous meeting.

    b. Miscellaneous old business.

    c. Discussion of requirements system problems.

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    d. Discussion of needed requirements process changes. _____

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O/Compt/IHG _____ (9 Nov 83)

Attachment:
  As stated

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4 November 1983

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MEMORANDUM FOR:

FROM:

SUBJECT: Correction to 20 Oct. WG Meeting MInutes

     Paragraph six of the 20 October Requirements and Technology
Acquisition Working Group meeting states my opinion as:
     "...the ADP people in the Planning Staff and in the
Comptroller's Office should provide whatever central coordination
was required (to tie together the requirements process / budget
process)."
     Unfortunaltely, my recommendation was a bit more complex.
The recommendation is as follows:
     - communication and technical coordination of data processing
requirements could be implemented as a staff function under the
Director of Data Processing (as an extension to the Management
Staff); this activitiy should be staffed by senior rotatees from
the major consumers of data processing services; this activity's
role would be to assess the benefits to be derived from a proposed
requirement and to establish it's technical coherence with other
proposed and ongoing activities.
     - this, aforementioned, activity would be responsible, in
support of or along with, the Office of the Comptroller, to
present a coherent picture, to the EXCOM, of the costs (budget)
and benfits of proposed data processing activities; options should
be presented as cost/benefit analyses involve tradeoffs.
     - perhaps the Planning Staff could provide overview of the
process in order to assure and assess the quality of this staff
support.
     This is a better representation of what I said. It is more
than a little disconcerting to see such a trivialization of the
working group's (or at least one member of the working group's)
efforts. It indicates to me that perhaps there is no justification
for any active participation in the working group, or perhaps a
need for improved performance or integrity, at least in the data
recorded and presented.

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